

Date

From: Commanding Officer, (Command Name)
To: Chief of Naval Personnel
Via: Administrative Chain of Command to the Type Commander (AC and FTS)
** Type Commander may disapprove without further routing **
Via: Administrative Chain of Command to Commander, Navy Reserve Forces
Command (N1) to the Type Commander (SELRES)
** Type Commander may disapprove without further routing **
Via: Administrative Chain of Command to Commander, Navy Reserve Forces
Command (N1) (VTU)
** CNRFC N1 may disapprove without further routing **
Via: Commander, Navy Personnel Command (PERS-833) (AC/FTS/SELRES/VTU)
Subj: REQUEST FOR READINESS APPEAL BEYOND 1 SEPTEMBER 2015 ICO
(RATE/MEMBER'S NAME)

1. On (date), (RATE/member's name) was notified of non-continuation beyond 1 September 2015. Request his/her selection for non-continuation be removed based on the following severe readiness impact: (state criteria that command cannot meet affecting its operational mission if member is not retained).
2. Point of contact regarding this matter is (name, e-mail, phone number).

CO'S SIGNATURE

Date

I acknowledge Commanding Officer, (command name) has requested that my selection for non-continuation be removed based on severe readiness impact. If approved, I understand that I will remain eligible for non-continuation at a later continuation board and I remain eligible for standard Navy ADSEP processes. I concur with this request.

MEMBER'S SIGNATURE